MICHIGAN
Department of Education

Testing Staff Verification of Training

Please complete the form below:

School Name	
Building Assessment Coordinator	
Building Principal	
District Name	
District Assessment Coordinator	
Assessment	

It is the District and/or Building Assessment Coordinator's responsibility to ensure that all staff involved in testing are trained in test administration and assessment security as they pertain to each staff members role and the assessment being administered.

All training materials are required to be retained for three years.

Complete the information below on the Test Administration Training provided by the district/building pertaining to the staff role.

	Test Administration Training	
	Date	**Description of Training Provided**
Building Assessment Coordinator		
Test Administrator/Proctor/Supports and Accommodations Provider		
Room/Hall Monitor (if used)		

OEAA Testing Staff and Verification of Training Form

Complete the information below on the Test Security Training provided by the district/building pertaining to the staff role.

	Assessment Security Training	
	Date	**Description of Training Provided**
Building Assessment Coordinator		
Test Administrator/Proctor/Supports and Accommodations Provider		
Room/Hall Monitor (if used)		

Complete staff information and mark the boxes for verification of completed training. (Please add more lines as necessary)

Staff Name	Testing Role	Test Security Training Completed		Test Administration Training Completed		Signed OEAA Security Compliance Form on File	
		Yes	**No**	**Yes**	**No**	**Yes**	**No**

OEAA Testing Staff and Verification of Training Form